****

Level 1 Commercial Centre

CQUniversity

Bruce Highway

North Rockhampton QLD 4701

Telephone: 07 4930 9311

Domestic travel: domestictravel@cqu.edu.au

**CORPORATE DOMESTIC BOOKING FORM**

[ ]  **QUOTE ONLY - I will book later** [ ]  **BOOKING - make this booking**

Please Note: Details MUST be the same as shown on Passport or Photo ID.

Contact telephones are mandatory

|  |
| --- |
| **Traveller details** |
| Surname / Family Name: |  | Given names |  | Title |  |
| Work Phone:  |  | Mobile Phone: |  |
| Department/Division |  |
| Has the traveller booked through Travel Crew previously? | [ ]  YES [ ]  NO |
| Does the traveller have a CQUniversity Corporate Card? | [ ]  YES (complete details below) [ ]  NO (please provide the card details to be charged) |
| Name on Corporate Card |  |
| Last 4 digits on Corporate Card |  | Expiry date: |  |
| Email address for Tax Invoice: |  |
| Requestor name: |  | Email: |  | Work Ext.: |  |
| **Frequent Flyer details** |
| Airline: |  | Frequent Flyer No: |  |
| Airline: |  | Frequent Flyer No: |  |
| **Transport details** |
| DATE(day - dd/mm/yyyy) | DEPART FROM:(full name of city) | ARRIVE AT:(full name of city) | DEPARTURE TIME: | TRANSPORT MODE |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
| Fare type required: | Choose an item. |
| **Accommodation details** |
| HOTEL | CITY | DATE IN(day - dd/mm/yyyy) | DATE OUT(day - dd/mm/yyyy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please complete if the traveller does not have a CQUniversity Corporate Card – CHARGE BACK TO ROOM: |
| [ ]  Room Only | [ ]  Room and all meals | [ ]  Room and breakfast | [ ]  All charges excluding mini bar |
| **Rental car details** |
| Type of Car | Select | Other vehicle type: |  |
| Pick-up Date (Day – DD/MM/YYYY) |  | Pick-up time: |  |
| Drop off date(Day – DD/MM/YYYY) |  | Drop-off time: |  |
| Pick-up location: |  | Drop Off location: |  |
| Other travel requirements and requests: |